

Michigan EXPLORE-PLAN Pilot Project 2012
Checklist of Critical Dates for Districts and Schools (Revised 1/31/12)

Activity	Date
Project Testing Window Opens – Tests administered on or after this date may be included in the project even if they have already been shipped for scoring.	January 1, 2012
District Participation Agreement Due to BAA – Send via email or FAX. BAA will send email confirmation within 5 days of receiving the signed agreements.	February 10, 2012
ACT Pre-ID Deadline (optional) – Last date to submit a pre-ID file to ACT to receive pre-ID labels. <ul style="list-style-type: none"> • Districts must submit a test materials order before ordering Pre-ID labels. • If districts opt to use Pre-ID labels, districts should allow 15 business days for Pre-ID labels to arrive from the date they submit a valid encrypted file to ACT. • Information about Pre-ID labels is located at: http://www.act.org/education/order/preid/index.html • Pre-ID Labels will be shipped separately from test materials. 	March 16, 2012
Deadline for Ordering Test Materials – Last date to submit a test materials order. <ul style="list-style-type: none"> • Districts should order materials 5 business days after receiving their participation confirmation to allow the addition of the state billing option on ACT's order site. • Districts should order test materials at least 10 business days before their test date to avoid expedited shipping charges. • Funding for expedited shipping charges due to late ordering is not part of this pilot; therefore, expedited shipping charges will be billed to the district. 	March 30, 2012
Project Testing Window Closes – Last date to test students.	April 13, 2012
Last Date to Ship Answer Documents to ACT for Scoring – Documents shipped after this date will need to be shipped with expedited shipping at district expense in order to reach ACT by April 20, 2012.	April 16, 2012
Last Date for Answer Documents to be received at ACT – The Michigan Department of Education Bureau of Assessment and Accountability will not fund the costs for scoring answer documents received at ACT after this date.	April 20, 2012